**MWDGA DUTIES OF THE OFFICERS 2016**

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| **DUTIES OF THE TEAM CAPTAIN**  The team captain shall be elected by the District Team Members of her club and she shall serve on the Board of Directors for a term of two years. She shall be a voting member of the Board. Her term of office shall commence at the Fall Board of Directors Meeting. At the time, she shall have received her Team Captain folder, including this Duty Sheet, her copy of the Bylaws, her Rules of Competition, and all pertinent information from the outgoing Team Captain.  1. The Team Captain, together with the Executive Representative, and Tournament Representative of her club, shall be the liaison between District and her Team, Pro, and Club Manager. The Team Captain shall be a member of any play date Committee involving her team, if required, to review play date infractions. See Rules of Competition 6b.  2. The Team Captain shall attend the following meetings:   * 1. Spring Board of Directors Meeting (May);   2. Annual Meeting/Field Day (September);   3. Fall Board of Director's Meeting (October).   3. The Team Captain shall meet with the Executive Representative and the Tournament Representative to determine her club's team members for the current year. Selection of the team shall be done according to individual club rules. It is the duty of these three representatives to reserve alternate positions for any officers or committee chairpersons of the District whose handicaps would not qualify them for their teams.  4. The Team Captain shall assist her Tournament Representative, if requested, to discuss USGA 6-6-6 pin placement and on-course conditions and preparations with the Greens Superintendent.  5. The Team Captain shall collect the dues from her team players. She shall email the team roster by February 1 to the First Vice-President. Dues are payable to the treasurer two weeks prior to the first play date. Rosters shall be in electronic form and include in alphabetical order: the player's name, address, zip code, telephone number, and email address. Final team rosters must be submitted to the First Vice President twenty-four hours before the first play date.  6. The Team Captain shall have a meeting of her team prior to the first play date. She should invite the Club Professional to review old, new, and revised rules. At this meeting, she should cover the following:  a. Review and distribute current year's MWDGA complete roster as well as print and distribute any hard copies of the web site needed by her team.  b. Be sure all players have a current copy of USGA rulebook.  c. Explain dues and method of play for the current year.  d. Review scorecard; show how to indicate strokes and properly fill in card. Remind players they are responsible for verifying strokes on the scorecard are correct. Remind players that scorecards are to be dated, attested, and turned in at the scoreboard immediately upon completion of play. (Cards must agree with opponent's card.)  e. Collect reasonable amount from each member of team to be given to the locker room attendant on District Play Day.  f. Remind players they must be present for rain dates. New rosters are required for rain dates where a full 18 holes will be played.  g. Advise players and alternates if they do not cancel caddies before 7:00 A.M. deadline on day of play, they must pay full caddie fees. Individual club rules should be followed regarding use of caddies with carts. Caddie fees are determined by the host club and must comply with District caddie cart and rules. In the event of cancellations, without play having occurred, one-half of caddie fees must be paid to assigned caddie.  h. Review the slow play policy with her team including the penalty assessment for turning in a late scorecard. Each team captain should know who is identified as a "slow" player and monitor that player throughout the season. Stress to players they will be timed during play, and that marshals have the authority to warn players and foursomes on slow play when they are falling behind. A meeting will follow play if a slow play violation has been issued. If a player receives two written notices of slow play from the MWDGA, the player will be ineligible for next play day; this applies to alternates also. See Rules of Competition, Section 6.c.  i. Advise players that all play day scores are recorded as Tournament scores.  PLAY DAYS AT HOST CLUB  1. The Team Captain shall email her team line-up with player's current handicap index using the standard line-up form available on the web site to the host club Pro Shop by 3:00 P.M. Wednesday afternoon prior to play date. Caddies and/or carts should be ordered at this time. Under no condition should Team Captain ask for opposing team line-up.  2. The Team Captain is to advise her players to report 45 minutes prior to start of Shot Gun play. The first thing a player must do is check in at the registration table immediately when dropping off clubs. THE TEAM CAPTAIN SHOULD CONFIRM AT THE REGISTRATION TABLE THAT ALL PLAYERS HAVE CHECKED IN.  3. The Team Captain shall be responsible for having any emergency change in her team line-up presented to the host club Tournament Representative by 7:15 A.M. on day of play. When a member of the team is not present by 7:40 A.M., the Captain may adjust line-up according to Section 1b in the Rules of Competition.  4. The Team Captain is responsible for gathering and recording all scores under Tournament Scores.  5. The Team Captain will attend any play date Committee meeting called by the host club's Tournament Representative in regard to slow play violation of her team.  POSTPONEMENTS OF PLAY DAY AT HOST CLUB  1. The Team Captain is a member of the Committee which shall make the decision to invoke the rain rule. These rules are available online and are contained in the Tournament Record Book - Rules of Competition and on the web site. Decision to cancel day's play cannot be made until 30 minutes after scheduled start, unless course has been closed by Green's Superintendent.  2. USGA recommends that a tournament should be completed on its scheduled day when it is reasonably possible without being grossly unfair to participants.  FIELD DAY  1. The Team Captain shall post the notice of Field Day when it arrives, and alert her team of the date. Prior to Field Day the Team Captain shall send in the list of players, and current handicap index to the Field Day host club as directed by the Second Vice President.  2. The Team Captain should remind her players that, in accordance with a ruling made by MWDGA, players are expected to stay for lunch. Players are responsible for cart payment unless reservations are canceled the Tuesday prior to play date. If a player fails to cancel playing in the event 48 hours in advance, she will also be charged for the luncheon.   1. There is no rain date for this event.   PLAY-OFFS   1. Responsibilities are the same as for the play dates.   DUTIES OF THE TEAM CAPTAIN-----REVISED 1995, 2001, 2002, 2003, 2004, 2007, 2009, 2016 |

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| **DUTIES OF THE TOURNAMENT REPRESENTATIVE**  The Tournament Representative shall be elected by the District Team members of her Club. She shall serve on the Board of Directors for a term of two years. She shall be a voting member of the Board. Her term of office shall commence at the Fall Board of Directors Meeting. At that time, she shall have received her copy of this Duty Sheet, the Bylaws, Rule of Competition, and all pertinent information from the outgoing Tournament Representative.  1. The Tournament Representative, together with the Executive Representative and Team Captain from her club, shall be the liaison between District and her team, Pro, and Club Manager. When hosting a play date, the Tournament Representative shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  2. The Tournament Representative shall attend the following meetings:   * 1. Spring Board of Directors Meeting (May);   2. Annual Meeting/Field Day (September);   3. Fall Board of Directors Meeting (October).   3. The Tournament Representative shall meet with the Team Captain and the Executive Representative to determine her club's team members for the current year. Selection of the team shall be done according to individual club rules. It is the duty of these three representatives to reserve alternate positions for any officers or committee chairpersons of the District whose handicaps would not qualify them for their teams.  4. The Tournament Representative is responsible for securing all play days at her club including play dates, rain dates, Playoffs, Field Day and Tournament of Champions, when applicable, and confirming same with the First Vice President. She is responsible for making all arrangements for any district events at her club that include golf privileges.  5. MWDGA will pay the gratuity to the Locker Room Attendant and PropShop/Bagroom personnel at the Field Day, Play-off, and the Tournament of Champions.  6. The Tournament Representative shall assist the First Vice President and host club with Tournament of Champions arrangements when acting as host club. She shall also assist the Second Vice President and host club with Field Day arrangements when acting as host club.  7. Budget allocations are made for Field Day and Tournament of Champions and are to be adhered to when making arrangements with your host club; check with the Treasurer if you have a question as to the amount of dollars you can expend prior to making a commitment.  DUTIES BEFORE AND ON DISTRICT PLAY DAY:  1. The Tournament Representative shall enlist the assistance of either her Team Captain or her Executive Representative to discuss USGA 6-6-6 pin placement and on-course conditions and preparations with the Greens Superintendent. Notify Greens Superintendent to clearly mark tee plates and to cut holes in greens according to USGA policy of 6-6-6; easy, moderate, and difficult. The pin placement should not be tricky. Balancing the course for the day's play is important. Also, confirm traps are raked, fairways marked if in need of repair, and that the course is ready for play,  2. The Tournament Representative shall confirm with the Caddie Master the number of caddies needed for play day per the rosters emailed to the Pro Shop. Stress importance of using good caddies who are familiar with the course. Have rate, stating whether or not tips are included, posted where easily seen. Caddies are to be at the club regardless of weather conditions. One-half of caddie fee will be paid assigned caddies without play having occurred.  3. The Tournament Representative shall remind the Club Manager of the day of the event. Advise him/her that a continental breakfast including juice, coffee and tea shall be served prior to shot gun start.  4. The Tournament Representative shall post rules governing play prior to tee off. Local rules must be posted at the registration table prior to 7:00 A.M. on play day unless they are on the scorecard. HAVE SLOPE CONVERSION CHART AT THE CHECK-IN REGISTRATION TABLE.  5. The Tournament Representative shall supervise the Pro Shop when making pairings from rosters supplied by Team Captains. Line-ups and handicaps should be received by 3:00 P.M. on the Wednesday proceeding play day using the standardized line-up form. Confirm that each Team Captain has supplied membership handicap indexes which will then be converted to the appropriate handicap for your course based on the slope and rating. Pro Shop should provide scorecards with appropriate pairings marked with strokes per the Rules of Competition. Course maps and pin placement designation must be given to players. Pin placement information may either be an explanation of a color scheme or a per hole map. A Pace of Play document indicating the amount of play time allocated for each hole must be supplied to all players. Pro Shop should be advised to post signs directing players to appropriate holes, where needed.  a. Do not inform any Team Captain of another team’s line-up.  b. POST COPIES OF PAIRINGS AT CHECK-IN REGISTRATION TABLE. Give copies of tee-sheets to attendants and marshals.  c. Play will be in foursomes, which will go off assigned tees; alternates will also have assigned tees. Shot Gun start is 8:00 A.M. SHARP. Players must report to the registration table 45 minutes prior to start of shot gun play. The first thing a player must do is check in at the registration table immediately when dropping off clubs. The Team Captain of each Club should confirm at the registration table that all players have checked in.  d. When a player is not present by 7:40 A.M. on a play day, the Team Captain has the responsibility of adjusting the lineup according to the Rules of Competition Section 1b.  e. In the event an alternate does not have an opponent, the Host Club will provide one of their District Team's alternate players. Points won by alternate players will not count.  6. Slow play shall be monitored by the Marshals. Marshals shall be used as outlined in the Duties of the Marshals document.  a. On day of play, players identified as slow players by the On-Course and Turning Marshals and players not having scorecards turned in by 12:30 will be reported to the Tournament Representative who will present the infractions to play date Committee as outlined in the Rules of Competition 6b. Upon completion of play, it is the responsibility of the Tournament Representative to report any penalized foursomes to the First Vice President immediately via email with the assistance of the host Pro Shop.  Information should include:   * + - Play date and location     - Name, phone number and email address of hosting Tournament Representative     - Names of players and the club affiliation of the foursome receiving the penalty.     - Time stamp on the scorecard along with a scanned copy of the scorecard.     - Any additional comments that may be helpful.   b. Penalized teams and slow play will be tracked by the MWDGA Board and handled as outline in the Bylaws.  7. In the event of a possible rules infraction during the course of play, the Tournament Representative shall gather the play date Committee as outlined in the Rules of Competition 6b to discuss the possible infraction. The Head Golf Professional shall be appointed the Rules Official and have the final ruling on any potential rules infractions during play.  8. The Tournament Representative shall appoint District players to staff required positions to host the event including: the Check-In Registration table (2), the scoreboard and scoring table (2) to record points and each player’s finishing time, Turning Marshalls (2) to be posted at each turn to advise players of their time status, On-Course Marshalls (2) and other positions as needed.  9. The Tournament Representative shall fill in the publicity sheet in duplicate. The original is to go in the Tournament Record Book and a copy is for the report to be given to Journal/Sentinel by you, or by your Pro Shop. This is for team scores only, no honor scores. The Tournament Representative must also provide match results to the MWDGA web site administrator for posting online.  10. After Competition Sheets have been audited by the Tournament Representative and Pro of the host club, all scorecards and the Tournament Record book should be given to the Tournament Representative of the next host club.  11. The Tournament Representative of the last team to host a play day shall return the Blue/Gold books to the current Second Vice President who is the incoming First Vice President.  POSTPONEMENT OF PLAY  12. The Tournament Representative shall call a meeting of the play date Committee to make a decision to invoke the rain rule. See Rules of Competition 6b.  a. The decision to cancel play for the day cannot be made until 30 minutes after the scheduled shotgun start UNLESS the course has been declared unplayable by the Greens Superintendent.  b. In the event of the discontinuance of play, or temporary suspension, see Rules of Competition 7 Postponement of Play  c. The Tournament Representative and Club Professional are responsible for sounding warning if the play is to be discontinued or temporarily suspended.  d. USGA recommends that a tournament should be completed on its scheduled day when it is reasonably possible without being grossly unfair to participants.  DUTIES OF THE TOURNAMENT REPRESENTATIVE----REVISED: 1995, 2001, 2002, 2003, 2004, 2009, 2016 |

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| **DUTIES OF THE EXECUTIVE REPRESENTATIVE**  The Executive Representative shall be elected by the District Team Members of her Club and she shall serve on the Board of Directors for a term of two years. She shall be a voting member of the Board. Her term of office shall commence at the Fall Board of Directors Meeting. At that time, she shall have received her Executive Representative folder, including this Duty sheet, her copy of the Bylaws, her Rules of Competition, and all pertinent information from the outgoing Executive Representative.  1. The Executive Representative, Tournament Representative, and Team Captain are the liaison between District and her Team, Pro, and Club Manager.  2. The Executive Representative shall attend the following meetings:   * 1. Spring Board of Directors meeting (May);   2. Annual Meeting/Field Day (September)   3. Fall Board of Directors Meeting (October)   3. The Executive Representative shall meet with the Tournament Representative and the Team Captain to determine her Club's team members for the current year. Selection of the team shall be done according to individual club rules. It is the duty of these three representatives to reserve alternate positions for any officers or committee chairpersons for the District whose handicap would not qualify them for the team.  4. The Executive Representative shall assist her Tournament Representative, if requested, to discuss USGA 6-6-6 pin placement and on-course conditions and preparations with the Greens Superintendent.  5. The Executive Representative is responsible for calling all special meetings, including election of her team's Executive Representative, Tournament Representative, and Team Captain prior to the Fall Board Meeting, and for polling her team on issues to be voted on at Board of Director's meetings. The Executive Representative is responsible for overseeing her club’s general membership voting process such as voting on MWDGA Bylaw changes.  6. The Executive Representative shall be the liaison to her Golf Board and keep it informed of all District Events.  7. The Executive Representative is responsible for verifying all club related information posted on the District web site is correct including, but not limited to, course slope and ratings, directions to the club, cart and caddie fees, and the name and contact information of the Head Golf Professional. Any updates need to be reported to the web site administrator.  8. The Executive Representative shall inform the Secretary of District and the First Vice President, at, or before, Fall Board of Directors Meeting, of the following: Executive Representative; Tournament Representative; Team Captain, and Golf Professional. Any changes in this list should be reported to the Secretary immediately.  9. The Executive Representative shall contact the Tournament Representative and the Team Captain to remind them of all district meetings. If they will not be present at a voting meeting, she should remind them to submit a written proxy to the Secretary of District.  10. The Executive Representative shall attend any meeting called by the Tournament Representative in regard to slow play violations when hosting district play.  11. The Executive Representative is responsible for working with the President to host the Spring and Fall Board Meetings when scheduled. All foods expenses should be kept within the budget allocation and will be paid by the MWDGA Treasurer to the club. Check with the Treasurer if you are in doubt as to this amount.  12. The Executive Representative is responsible for providing her club’s nominee for the Second Vice President’s position on the Executive Board when the schedule requires it. In the event an Executive Board representative from the Executive Representative’s club is unable to fulfill her Board responsibilities on the Executive Board, the Executive Representative will oversee the selection of her club’s replacement and report it to the President..  13. The Executive Representatives will receive a slate of Executive Officers from the Secretary for the election to be held at the Annual Meeting. The Executive Representative is responsible for presenting this slate of Officers to her team prior to the election at the Annual Meeting.  13. The Executive Representative is responsible for providing the roster for her club’s participation in the Tournament of Champions. This information is to be sent to the First Vice President.  DUTIES OF THE EXECUTIVE REPRESENTATIVE----- REVISED: 1994,2001, 2002, 2003, 2007, 2009, 2016 |

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| **DUTIES OF THE MARSHAL**  1. The Tournament Representative shall use a minimum of four (4) marshals: two On-Course Marshals shall be stationed at prudent areas on the golf course to assist players in finding holes and to time all players and govern slow play infractions (infarctions) should they occur; two Turning Marshals shall be stationed at the turn on greens 9 and 18. and will be responsible for reporting the time status to each foursome.as they make the turn and to time all players and govern slow play infractions should they occur  2.All Marshals shall be provided with tee sheets and Pace of Play documents by the Pro Shop and the Tournament Representative to assist them in monitoring slow play and providing accurate time status information at the turn.  3. If a violation of slow play is determined, the recording marshal(s) shall report the offending players to the Tournament Representative who will present the infractions to the play date Committee as outlined in the Rules of Competition 6b. The Tournament Representative is responsible for reporting slow play violations as approved by the Committee and/or penalized players to the First Vice President.  DUTIES OF THE MARSHAL ----- REVISED: 1994, 2001, 2016 |

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| **DUTIES OF THE EXECUTIVE BOARD** |
| **DUTIES OF THE PRESIDENT**  1. The President shall preside at all meetings of the Association, Board of Director’s Meetings and Executive Committee meetings.  2. The President shall be a member ex-officio of all committees. The President, if present, shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  3. January to April – The President shall keep in close touch with the First Vice-President to see that all is running smoothly. The President shall call any Executive Board Meetings she deems necessary to prepare for the upcoming season.  4. Spring Board of Directors’ Meeting  a. The President shall remind the Secretary to email notices for this meeting (including proxies) one month before the meeting.  b. Assist the 1St VP with maintenance of the web site as necessary.  c. The President shall call an Executive Committee meeting prior to the Spring Board Meeting to prepare for the Spring Board Meeting.  d. The President shall develop an agenda for the Spring Board Meeting including any outstanding business from the Fall Board Meeting. She shall preside over the Spring Board Meeting.  5. June to August  a. The President shall keep close contact with the First Vice President to see that the season is running smoothly.  b. The President shall obtain nominations from the Executive Representatives of the appropriate clubs for the incoming Second Vice President and the Treasurer or Secretary per the Officer Rotation Schedule. She shall remind the Secretary to send notices of the Annual Meeting / Field Day including the slate of officers to the Executive Representatives.  6. August and September  a. The President shall assist the First Vice President with the Play-Off and the Tournament of Champions.  b. The President shall assist the Second Vice President with Field Day.  c. The President shall present the new slate of Officers at the Annual Meeting/Field Day for a vote. In the event an Officer is unable to complete her term, the President will work the the Executive Representative of the appropriate club to determine a replacement. The First Vice President shall start her term as President at the conclusion of the Annual Meeting.  d. She shall appoint an Auditing Committee no later than fifteen days prior to Fall Board of Directors Meeting to review the Association’s checkbook, ledger and savings book.  e. She shall remind the outgoing Advisor to gather all the trophies for the presentation at the Field Day/Annual Meeting and the Tournament of Champions.  7. Fall Board of Directors’ Meeting  a. The President shall remind the Secretary to email notices for this meeting (including proxies) one month before the meeting.  b. She shall hold an Executive Committee Meeting prior to the Board Meeting to prepare an agenda and budget review including dues for the upcoming year, review the order of business, including any items on the MWDGA Board Rules of Competition Review Cycle, for the Fall Board Meeting, and give her suggestions for persons to serve on any committees to the First Vice-President. This meeting should be attended by all outgoing and incoming Officers.  c. The President shall develop an agenda for the Fall Meeting. She should remind all Chairmen they are to give a report at this meeting. The President shall preside over the Fall Board Meeting.  d. She should remind all officers that all written reports are to be given to the President, Secretary and put in their books.  DUTIES OF THE PRESIDENT - Revised 2003, 2009, 2016 |

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| **DUTIES OF THE FIRST VICE PRESIDENT**  1. The First Vice-President shall preside and perform the duties of the President in the absence of the President or of her disability, refusal or failure to act.  2. The First Vice-President shall serve as a member of the Executive Committee.The First Vice President, if present, shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  3. The First Vice-President shall be Tournament Chairman.  4. The First Vice-President in conjunction with the Executive Committee shall oversee any Chairman or committees necessary to conduct her program.  5. The First Vice-President shall be Special Events Chairman (Playoff and Tournament of Champions).  6. The First Vice-President shall meet with the President prior to the Fall and Spring Board of Directors meetings to review the play dates and special events for the next year based on the play rotation calendar. The First Vice-President will present and distribute this schedule at the Fall and Spring Board of Directors Meetings.  7. The First Vice-President shall compile and maintain the material for the web site and/or printed program. This shall include a complete roster of all competing teams and team members, updated Bylaws and Rules of Competition, play rotation calendar, changes in course ratings, club pros, and all duties of the Executive Committee and Board of Directors. All material shall be kept in electronic form.  8. The First Vice-President shall make complete rosters available in printed form to all the team captains at the Spring Board of Directors Meeting. An updated electronic version will be emailed to all Captains prior to the first play date.  9. The First Vice President shall track all individuals penalized for late scorecards and reported for slow play by hosting Tournament Representatives. Any player who accrues two offenses over a two year or less cycle of review will be brought to the attention of the Executive Board for consideration of discipline as outlined in the Bylaws.  10. PLAYOFF – The First Vice-President will notify the Team Captains to email the pro shop with their line-ups and request carts and/or caddies no later than 3:00 PM on the Wednesday prior to the Playoff.  a. Remind Host Club Pro Shop to call the tournament results into the paper.  b. Pay the appropriate gratuity to the Host Club.  11. ANNUAL MEETING / FIELD DAY – The First Vice-President gives her report and presents the trophies and charms to the District Champions and District Runners-Up.  a. She shall accept the gavel for the Presidency and present the President’s charm to the outgoing President.  b. The First Vice-President (now President) shall take over the remainder of this meeting. She shall ask for New Business and a Motion to adjourn the meeting.  c. She shall remind teams that new Executive Representatives, Tournament Representatives and Team Captains should be elected prior to the Fall Board of Directors Meeting. All terms begin at the Fall Board of Directors Meeting.  12. TOURNAMENT OF CHAMPIONS – The First Vice-President and the Tournament Representative of the Host Club shall assist in running this event and notify the Host Club at least 2 months prior to the event. Note, the Tournament of Champions takes place after the elections of the Annual Meeting. It is in the outgoing First Vice President that is responsible for this tournament.  a. One month prior to the event, the First Vice-President should notify the Executive Representative of each club to provide the Tournament of Champion roster. Roster is due no later than one week prior to the play date.  b. Score sheets should be put up after all the players are on the course.  c. The First Vice-President should remind the Host Pro Shop to call the results in to the paper.  d. The First Vice-President shall present the Tournament of Champions awards and trophy.  e. She shall pay the appropriate gratuity to the Host Club.  DUTIES OF THE FIRST VICE PRESIDENT - Revised 2004, 2009, 2016 |

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| **DUTIES OF THE SECOND VICE PRESIDENT**  1. The Second Vice-President shall be the assistant to the First Vice-President.  2. The Second Vice-President shall serve as a member of the Executive Committee. The Second Vice President, if present, shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  3. The Second Vice-President shall be Chairman for Field Day. She shall work with the Tournament Representative of the host club to plan Field Day, i.e. the format, lunch and prizes.  4. At the Spring Board of Director’s Meeting, the Second Vice-President shall announce the location, date and time of Field Day.  5. The Blue and Gold Books will be returned to the Second Vice-President at the season’s end. In the Spring, as the new First Vice-President, she will give them to the respective Tournament Representatives hosting the first playdate.  6. FIELD DAY  a. Thirty (30) days prior to Field Day, the Second Vice-President shall email the Field Day notice and sign-up sheet to the Team Captain. All teams must submit their Field Day rosters to the Pro Shop of the host club by 3:00 PM one week prior to the event.  b. All players must take carts. All players will be charged for carts if reservation not canceled by the Tuesday prior to play. Clubs have to bring in extra carts for this event and they are charged for them.  c. All players will be charged for lunch if not canceled 48 hours prior to Field Day.  d. The Second Vice-President shall oversee arrangement of teams with the pro shop along with the Tournament Representative of the host club.  d. The Second Vice-President shall be responsible for paying the appropriate gratuity to the Host Club. Contact the Treasurer for payment.  e. The Second Vice-President shall send thank you notes to the Pro, Club manager and Green Superintendent of the Host Club.  7. The Second Vice-President shall assume the position of the First Vice-President after Annual Meeting.  8. The outgoing Second Vice-President shall give the Field Day report at the Fall Meeting.  DUTIES OF THE SECOND VICE PRESIDENT - Revised 2003, 2016 |

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| **DUTIES OF THE SECRETARY**  1. The Secretary shall serve as a member of the Executive Committee for a two(2) year period. The Secretary, if present, shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  2. The Secretary shall keep a record of the proceedings of the Association and full and correct minutes of all meetings of the Executive Committee and Board of Directors. When a new Secretary is elected at the Annual Meeting, the outgoing Secretary shall record the minutes of the Annual Meeting as terms for new officers begin at the end of the Annual Meeting.  3. The Secretary shall handle all correspondence belonging to the Association.  4. The Secretary shall remind teams that new Executive Representatives, Tournament Representatives and Team Captains should be elected prior to the Fall Board of Directors Meeting. All terms begin at the Fall Board of Directors Meeting.  5. The Secretary shall issue notices for all meetings, including proxies for the Fall and Spring Board of Directors Meetings to the Executive Representatives. Notices shall be emailed four weeks before the meeting is to be held.  a. The notice of team dues shall be included in the Spring Board of Directors Meeting notice as coordinated with the Treasurer.  b. The slate of officers is to be sent to the Second Vice-President to be included in the Annual Meeting /Field Day notice.  6. The Secretary shall keep a Roll Call of the membership and proxies.  7. The Secretary shall send minutes of the Executive Committee meetings to the President, First Vice-President, Second Vice-President, Treasurer and Advisor.  8. She shall email the minutes of the Spring, Annual and Fall Meetings to the Executive Committee and post the minutes on the web site. The Fall Meeting minutes are written by the Incoming Secretary.  9. The Secretary shall keep a record of her expenses and submit them along with the receipts to the Treasurer.  DUTIES OF THE SECRETARY - Revised 2003, 2007, 2009, 2016 |

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| **DUTIES OF THE TREASURER**  1. The Treasurer shall serve as a member of the Executive Committee for a two(2) year period. The Treasurer, if present, shall be a member of any play date Committee, if required, to review play date infractions. See Rules of Competition 6b.  2. The Treasurer shall collect and deposit all monies belonging to the Association.  3. The Treasurer shall disburse the funds of the Association under the direction of the Board of Directors. It is her duty to pay all operating expense bills incurred by MWDGA.  4. The Treasurer shall coordinate with the Secretary to send notices of annual club dues to the member clubs. Team dues are due two weeks prior to the first play date.  5. The Treasurer shall prepare a written Financial Statement to present at the Spring, Fall and Annual Meetings. Copies of these reports as well as the proposed budget and year-end report should be given to all members of the Executive Committee.  6. The Treasurer must have MWDGA ledger, checkbook and account book ready for audit two (2) weeks prior to the Fall Board of Directors Meeting. The President shall name two (2) members of the Treasurer's District team to audit the books.  7. The Treasurer shall maintain a minimum of $1,000.00 (one thousand dollars) as a working fund at the close of the fiscal year.  8. The Treasurer shall report in writing the state of finances when requested to do so by the Board of Directors.  9. The Treasurer shall present a written report showing all receipts and disbursements during the fiscal year.  10. She will make donations to the Women’s Western Golf Association, Evans Scholarship, First Tee or any other charity as directed.  DUTIES OF THE TREASURER - Revised 2003, 2009. 2016 |

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| **DUTIES OF THE ADVISOR**  1. The Advisor shall act as Advisor to the Executive Committee and assist the Board as needed.  2. The Advisor shall be a non-voting member of the Executive Committee and the Board of Directors.  3. TROPHIES – The Advisor shall be responsible for purchasing all trophies and seasonal awards:  a. Blue & Gold Division Charms: 18 for Winners and 18 for Runners-Up  b. Traveling Trophies: 1 for Winner and 1 for Runners-Up  c. President Gavel & Pin Charms  d. Tournament of Champions Charms/Traveling Trophies  - Team Low Net Best Ball (2 charms, 1 trophy) (one low net best ball of the threesome)  - Team Low Gross Total (2 charms, 1 trophy)  - Individual Low Gross (1 charm, 1 trophy)  - Individual Low Net (1 charm, 1 trophy)  d. The Advisor shall keep records of the location of all trophies and be responsible for having them at the individual event.  4. Duties of the Advisor shall carry through the Fall Board of Directors Meeting.  DUTIES OF THE ADVISOR - Revised 2004, 2009, 2016 (reviewed with no changes) |